



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

MITIGATION SPECIALIST III

Job Number: 20001901

Job Code: 98680V150516

Job Group: 9800 - LAW

Job Established: 04/01/1995

Job Revised: 07/16/2006

Grade: 15 Salary (MIN - MID):

\$19,882-\$26,339 - Hourly

\$3,230.84-\$4,280.10 - 37.5 Hr. Monthly Salary

\$3,446.22-\$4,565.44 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Coordinates the work of mitigation specialists OR coordinates a mitigation caseload on a statewide or regional basis. Develops and presents mitigating circumstances for defendants charged with or convicted of a death penalty crime. Conducts interviews and investigation necessary to develop social histories. Assists in the development of policies and procedures regarding mitigation specialists as well as administers training for staff personnel; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a bachelor's degree in social work, psychology, counseling, paralegal studies, law enforcement or a related field.

EXPERIENCE:

Must have four years of experience as a mitigation specialist or in performing work relating to the collection of data used in compiling information for legal professionals in developing background information for cases.

Substitute EDUCATION for EXPERIENCE:

Graduate of a college or university with an associate's degree in one of the above or related areas supplemented by five years of experience in performing work relating to the collection of data used in compiling information for legal professionals in developing background information for cases. A master's degree in one of the above mentioned areas will substitute for the bachelor's degree and two years of the required four years of experience.

Substitute EXPERIENCE for EDUCATION:

NONE

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

NONE

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

May coordinate the work of and advise less-experienced mitigation specialists or may coordinate mitigation cases on a statewide or regional basis. Interviews clients, their families and others in order to reveal mitigating circumstances contributing to the defense of the client. Prepares meaningful, concise, and accurate reports regarding any mitigating factors that could assist the attorney in the defense of the client accused of a death penalty crime. Researches and recommends appropriate case direction in the area of mitigation. Prepares policy proposals within the mitigation specialist program. Advises less-experienced staff personnel. Writes articles for The Advocate. Prepares and presents lectures and training programs in the area of mitigation. Testifies in court. Secures experts to testify in court. Consults with field attorneys in the area of mitigation. The mitigation specialist is a critical part of the death penalty defense team and works closely with the other team members in order to provide insight and direction throughout the trial, appellate and/or post-conviction phases of the case.

UNIQUE PHYSICAL REQUIREMENTS:

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Work is primarily performed in an office setting, but incumbents will be required to travel to correctional facilities and to other settings throughout the state in order to gather pertinent information.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.